



BRP WS 31

Instructions and Supporting Materials

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Introduction

MassDEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the MassDEP Web site at www.mass.gov/dep in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



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Permit Fact Sheet

1. What is the purpose of this permit?

This permit serves to protect the public's health and welfare through the control of any product or operation that comes into contact with public drinking water. These products and operations must be controlled to prevent contaminants from leaking into the drinking water as well as to ensure that the products and operations work as designed. This permit consists of an approval for vending machines and Point-Of-Use/Point-Of-Entry (POU/POE) devices that have been previously approved by a third party. Regulatory authority for this permit is stated in 310 CMR 22.04 (6), of the Drinking Water Regulations.

2. Who must apply?

Public water suppliers, or their representatives, and manufacturers or their representatives who want approval of a vending machine or POU/POE device that comes into contact with the public water supply while the supply is within any water system must apply.

3. What other requirements should be considered when applying for this permit?

If water suppliers or their representatives apply for this permit as part of a facility modification it may also be necessary for them to apply for other MassDEP water treatment permits, e.g. BRP WS 21, 22, 23, 24, or 25.

Note: These additional requirements are intended to serve as a guide to the applicant. It does not necessarily include all additional requirements.

4. What is the application fee?

The application fee is \$290.

5. What is the Primary Permit Location?

PRIMARY PERMIT LOCATION
Department of Environmental Protection
Water Supply
1 Winter Street
Boston, MA 02108

What is the Reserve Copy Location?

RESERVE COPY LOCATION
None Required.

6. Where can I get a copy of the timelines?

The timelines are available on the MassDEP Website: <https://www.mass.gov/lists/massdep-fees-timelines>

7. What is the annual compliance fee?

There is no annual compliance assurance fee for this permit.

8. How long is this permit in effect?

This permit is in effect as long as the applicant remains in compliance with appropriate laws and regulations and the Department determines that the product or operations continue to protect the public health and welfare.

9. How can I avoid the most common mistakes made in applying for this permit?

- Fill in all information on the MassDEP Application Form BRP WS Application.
- Attach all information requested on the Application Completeness Checklist.
- Send application and one copy of the MassDEP Transmittal Form to Water Supply at MassDEP Boston.
- Submit fee and one copy of the MassDEP Transmittal Form to:



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Water Supply

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Permit Fact Sheet

Department of Environmental Protection
P. O. Box 4062
Boston, MA 02211

10. What are the regulations that apply to this permit?

These regulations include, but are not limited to:

- a. Drinking Water Regulations, 310 CMR 22.00.
- b. Timely Action and Fee Provisions, 310 CMR 4.00.
- c. Administrative Penalty Regulations, 310 CMR 5.00.

These may be purchased at:

State House Bookstore
Room 116
Boston, MA 02133
617-727-2834

Where can I get copies?

State House West Bookstore
436 Dwight Street
Springfield, MA 01103
413-784-1376



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Application Completeness Checklist

- The Transmittal Form is completed: <https://www.mass.gov/service-details/transmittal-form-number-for-massdep-permit-application-payment>
- MassDEP Application Form BRP WS Application is completed.

The following should also be submitted:

- A cover letter explaining the request.
- Third party or National Code approval, such as National Sanitation Foundation (NSF), Environmental Protection Agency (EPA) or National Automatic Merchandizing Association (NAMA).

To submit the application package:

- Checklist items have been completed.
- Send one copy of the application along with one copy of the MassDEP Transmittal Form to:

Department of Environmental Protection
Water Supply
1 Winter Street
Boston, MA 02108

- Send fee of \$290 in the form of check or money order made payable to *Commonwealth of Massachusetts*, along with one copy of the MassDEP Transmittal Form to:

Department of Environmental Protection
P.O. Box 4062
Boston, MA 02211